

	KANSAS CITY, MO POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NO.
	PERSONNEL POLICY	09-27-2016	09-27-2016	935-5
SUBJECT			AMENDS	
Policy Series 900: General 935 – Unit Files				
REFERENCE		RESCINDS		
		PPBM: 935-4		

I. INTRODUCTION

All members will have a unit file maintained at their element of assignment.

II. POLICY

- A. Commanders and supervisors are responsible for the maintenance of unit files of members assigned to their element.
- B. Members may not review their unit file without permission from their supervisor/commander
- *C. All documents will be properly filed in the appropriate section, chronologically with the most current information on top. Files will be organized using the following sections:
 - 1. Inside front cover - Most current demeanor record
 - 2. Commendations
 - 3. Disciplinary Actions
 - 4. Personnel Actions
 - 5. Performance/Training
 - 6. Inside back cover - Miscellaneous and administrative items
- D. The unit file of a member who is transferring to another element of assignment will be updated with a new Demeanor Record and purged prior to the transfer.
- *E. A copy of the member's Demeanor Record will be saved to electronic media and attached to the member's unit file when it is initially created and every time it is updated.
- *F. A Demeanor Record, Form 386 P.D., will be prepared by January 31st of each year on each member.
- *G. Medical information will be retained in the Employee Benefits Unit (EBU).
- *H. If there is a current "Litigation Hold" on a record issued by the Office of the General Counsel (OGC) the unit file will not be purged. Questions regarding Litigation Holds and purging of files may be directed to the OGC.

- *I. Records maintained in unit files may contain information that is confidential and must be securely destroyed. The records must be destroyed in a way that the data cannot be reconstructed.
- J. Members will not purge their own unit files.
- *K. Retention periods have been established to provide guidelines for purging items found in unit files. Items not listed below may be purged at the discretion of the element commander/supervisor, unless there is a pending litigation hold. Unit files will be updated annually using these retention periods.

<u>Sections</u>	<u>Retention Period</u>
*Demeanor Record	Most current Electronic copy attached to unit file
Commendations	Permanent
Disciplinary Actions	Permanent
Personnel Actions	
Letters of Appointment	Permanent
Letters of Transfer	Permanent
Requests for Transfer Form 4 P.D.	Three Years
Notice of Personnel Action, Form 164 P.D.	Most current
Personnel Data Sheet Form 167 P.D.	Most current
Performance/Training	
Firearms Training Form 5332 P.D.	Five years after Separation date
Vehicle Accident History	Permanent
Employee Orientation Checklist, Form 268 P.D.	Permanent
*Performance Review Evaluation, Form 412/413 P.D.	Permanent
Instructional Interviews	One Year Maximum
Administrative	Permanent
Application for Leave, Form 1 P.D.	Three Years
Miscellaneous	Discretionary

- L. When a member separates from the department for any reason, the immediate commander/supervisor will send the completed Sworn Employee Exit Evaluation, Form 5444 P.D., or Civilian Employee Exit Evaluation, Form 5442 P.D., along with the member's unit file, through the member's chain of command to the Personnel Records Section.

Darryl Forté
Chief of Police

Adopted by the Board of Police Commissioners this ____ day of _____ 20__.

Michael Rader
Board President

DISTRIBUTION: All Department Personnel
Public View Master Index – Internet
Department Master Index – Intranet
Policy Acknowledgment SyStem (PASS)

